**Best Practices – April**

* Plan to have your incoming board of directors attend WSPTA Convention on April 26-28 in Seatac. Every elected officer must attend WSPTA approved training for your PTA to be in good standing. It’s beneficial for ALL board members – elected and appointed – attend a training that is relevant to their position. If an officer is not able to attend Convention, have them make a plan to attend the Council training in June or the Region 2 Back to School Conference in August.
* Confirm your Convention delegates and email their names to WSPTA.
* Be sure to save a copy of each attendee’s registration. Put them in an email folder or the filing system that your PTA uses. This way you will not be frantically trying to retrieve them next year in order to complete your Standards of Affiliation.
* Check in with your Nominating Committee. Be sure your slate of incoming elected officers is posted at least 15 days prior to the membership meeting at which they will be elected, and that you have a signed report from your committee. When you hold your election, make sure the names of your incoming officers are recorded in your membership meeting minutes.
* Make sure your budget committee has met and drafted an interim budget for the next year. Have your membership vote on approving the budget at your next membership meeting. Your current budget will close on June 30th and you must have an approved interim budget in place in order to operate between July 1st and your first fall membership meeting.
* As always, save documentation of all of these events as you go, so you will have them on hand to use for Standards of Excellence next year.
* Plan to attend the Council Transition Luncheon on May 9th. Invite your incoming president(s) and principal.
* Thank your volunteers! A heart-felt thank you note goes a long way. Please do NOT use your PTA budget to buy them gift cards. ☺